

Role Profile and Specification - Planning Officer

Service Area	Planning
Role Title	Planning Officer
Location	Oxted/Agile
Reports to	Planning Team Leader
Salary/Grade	M1
Duration/Hours	37 hours per week

Service Area Purpose

This role will sit within the Planning Development Management (DM) teams. DM is part of the wider Planning Service. The DM teams are responsible for providing pre-application advice, planning case work and appeals.

Job Purpose

To support the functions of their DM team through the provision of technical and professional advice and processing of pre-application requests, planning applications and appeals. To provide an efficient and effective response to customers and to undertake site visits when required.

Key Objectives

- To assist in providing an effective and efficient Planning Service in accordance with statutory requirements, approved policy and the Council's policies, procedures, and targets.
- To manage your own caseload and be directly responsible for negotiating and processing a range of householder/minor cases, writing reports and making recommendations.

Specific Responsibilities

- To deal personally with a range of pre-applications, applications and appeals, as allocated by the Planning Development Manager. Ensuring the validity of such proposals, visiting sites, analysing planning history, carrying out consultations, assessment and drafting of recommendations in reports.
- To assist the Planning Development Manager by contributing effectively to the delivery of team, service, divisional and council priorities, objectives, and targets.
- To promote and negotiate high quality design in development.

- To maintain a customer orientated approach including fostering good relations and communicating important matters relating to planning with District Councillors and local bodies, including Parish Councils.
- Assisting with preparation of committee reports, attending meetings and presenting.
- Assisting in the preparation of planning appeals, including writing appeal statements and attending Inspector's site visits and informal hearings.
- To assist other team members when appropriate in dealing with the processing of planning applications and enquiries, including giving professional advice and technical guidance on planning matters.
- Liaising with other teams in the Planning department, including enforcement and providing a joined-up approach to cases.
- To undertake any additional duties of a similar level of responsibility as may be required from time to time.
- Acting as a Duty Officer to take customer calls and assign follow-up actions to other members of the Development Management team

Person specification

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> • Having or have willingness or be working towards relevant degree and professional town planning qualification or equivalent experience. • Good standard of general education including Maths and English. • Full driving licence and use of a car. 	<ul style="list-style-type: none"> • Membership of Royal Town Planning Institute. • Evidence of a commitment to continuous professional development.

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Some knowledge of planning law. • Professional competence / expertise and experience in the relevant service area, with the ability to apply knowledge across a range of activities in the area. • Managing conflicting priorities sometimes under pressure. • Ability to problem solve, present information and make decisions. 	<ul style="list-style-type: none"> • Some experience of working within Planning in a Local Authority. • Experience of working with Councillors within the planning process and an understanding of key corporate issues involved.

Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none">• Good understanding of UK Policy and Development Management systems and the statutory framework for the determination of planning applications and provision of planning advice.• Able to write clear and straightforward reports and appeal statements.• Good communicator with ability to communicate effectively with a range and variety of audiences and work well with teams.• Demonstrate the ability to effectively manage own time and caseload to meet defined targets and competing priorities.• Understanding of the broad requirements of the data protection principles.• A commitment to equality and diversity.	<ul style="list-style-type: none">• Some experience in contributing to policy/ service development and/or implementation.• Experience of working in, or with, green belt authorities.• Experience of presenting reports to Planning Committee and preparing and giving evidence at planning Hearings and Inquiries.• Knowledge of Council services, systems and procedures